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ADD/S:RSW/ms (4 May 72)

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Approved For Release 2003/04/29 CIA-RDP84-00780R004800010008-3

28 April 1972

	MEMORANDUM FOR:	Deputy Director for Support	
	SUBJECT:	Request for Delegation of Authority	
5X1	REFERENCE:		
	1. Paragraph 3 of for your action.	of this memorandum contains a recommendation	
	concerned, or a designate abroad. In almost every priority action is required involved Communications other Support Careerists of one of the other Deput designee, acts as approved Commo cases before act review all interested offithas concurred. To eliminate abroads a designed acts as a concurred.	tached) requires the approval of the Deputy Director ted single senior officer, for a return short of tour of case the need for return arises suddenly and ed by headquarters. Virtually all of the cases have as Careerists within the Support Directorate since while abroad are under the command jurisdiction by Directors and the other Deputy involved, or his wing officer. By custom this Staff has reviewed ion is taken by you or the ADD/S. Prior to our ices have coordinated and the Director of Personnel inate non-essential paper flow to your office, I to delegate this authority to the SSA-DD/S.	
		you sign the attached delegation of authority which e SSA-DD/S, or in his absence, to the Acting	
			25X
		Special Support Assistant/DDS	
5X1	Atts a. Copy b. Delegation of Autho	rity	

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	Approved For Release 2003/04/29 : CIA-RDP84-00780R004800010008-3 SECRET		
25X1	PERSONNEL		
	d. SERVICE ABROAD AGREEMENT		P5/1
25X1 25X1	(1) Each time an employee is assigned to a post abroad, he will execute a Service Abroad Agreement, Form 3154 (attachment 2). The agreement will be completed before the employee begins travel to the post of assignment abroad, and it will be forwarded to the Office of Personnel, normally with the travel order, for retention. The agreement will designate the employee's post of assignment abroad, his Permanent Place of Residence (as defined and his home leave point (see and will record the employee's agreement to serve a specified		25X1
25X1	(2) When an employee is returning to a new permanent assignment abroad following home leave, he will execute a Service Abroad Agreement if he will otherwise be at headquarters, but he will not be required to come to headquarters only to execute the agreement. In instances where the employee will not be at headquarters, the Operating Official will state in a dispatch the length of the approved standard or non-standard tour to be served by the employee upon his return to duty abroad. The dispatch will request the employee to certify his understanding of his new tour of duty abroad and to affirm or request a change in his Permanent Place of Residence and home leave point. Upon receipt of the employee's reply, approval of the requested Permanent Place of Residence and home leave point will be processed in accordance with the provisions of and the employee will be notified of the decision when a change is involved.	Y 1	25 X1
•	(3) Transfer during a tour of duty from one post abroad to another post abroad does not require completion of a new Service Abroad Agreement, but the employee will be required to remain abroad until his continuous service at both posts equals the tour of duty prevailing at the new post, unless an exception is made in accordance with the provisions of subparagraph b(2) above.		(2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4
	Official and the Head of the employee's Career Service, the Deputy Director concerned, or the single senior officer to whom he has specifically delegated this authority, may, with the concurrence of the Director of Personnel, approve the return of an individual before he completes his tour of duty abroad when such return is in the Government interest. These authorities and responsibilities may not be otherwise redelegated. The circumstances and Government interest involved will be fully explained in writing by the Operating Official. (The grant of home leave to an employee returned before the end		. 25X1
	f. PENALTIES for breach of a Service Abroad Agreement are given		25X1

→ Revised: 19 October 1971 (641)

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Approved For Release 2003/04/29 : CIA-RDP84-00780R004800010008-3

MEMORANDUM FOR:

Special Support Assistant/DDS

SUBJECT:

25X1

Delegation of Authority

REFERENCE:

I hereby delegate to you, or in your absence to the Acting SSA-DD/S, authority to approve the return prior to end of tour abroad of Support Directorate careerists when such return is in the Government interest.

John W. Coffey Deputy Director for Support

Copies to:

Director of Communications

Director of Finance

Director of Logistics

Director of Medical Services

Director of Personnel

Director of Security

Director of Training

28 April 1972

MEMORANDUM FOR:	Deputy Director for Support
SUBJECT:	Request for Delegation of Authority
REFERENCE:	

- 1. Paragraph 3 of this memorandum contains a recommendation for your action.
- 2. Reference (attached) requires the approval of the Deputy Director concerned, or a designated single senior officer, for a return short of tour abroad. In almost every case the need for return arises suddenly and priority action is required by headquarters. Virtually all of the cases have involved Communications Careerists within the Support Directorate since other Support Careerists while abroad are under the command jurisdiction of one of the other Deputy Directors and the other Deputy involved, or his designee, acts as approving officer. By custom this Staff has reviewed Commo cases before action is taken by you or the ADD/S. Prior to our review all interested offices have coordinated and the Director of Personnel has concurred. To eliminate non-essential paper flow to your office, I suggest it is appropriate to delegate this authority to the SSA-DD/S.
- 3. Recommend you sign the attached delegation of authority which would be restricted to the SSA-DD/S, or in his absence, to the Acting SSA-DD/S.

Specia	al Support	Assistant/	DDS

25X1

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Delegation of Authority

SSA/DDS

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